

Meeting Minutes: Technical Advisory Committee

Date: 04/10/2012

Time: 10:00 AM

Notes prepared by: Jon Eichten

Location: Blazing Star, Centennial Office Building

Attendance

Name	Department/Division
Paul Aasen	Minnesota Pollution Control Agency
Lynn Anderson	Minnesota Management & Budget
Bernie Arseneau	MN Department of Transportation
Mona Dohman	Department of Public Safety
Richard Kolodziejcki	Minnesota Association of Professional Employees
Chuck Johnson	Department of Human Services
Laurie Martinson	Department of Natural Resources
Carolyn Parnell	State Chief Information Officer
Members Absent	Department/Division
Rick King	Thomson Reuters
Gary Shelton	Scott County

Decisions Made

Decision	Description
Meeting Minutes	Meeting Minutes from the February 23 rd meeting were approved.
Meeting Agendas	Meeting agendas will be approved by committee members at the beginning of each meeting. The meeting agenda for the April 10 th meeting was approved.
Meeting Schedule	Future Technology Advisory Committee meetings will be held bi-monthly on Wednesdays from 7:30 to 9:30 a.m. Next Meeting: June 13 th , 2012

Action Items

Action	Assigned to	Due date
Provide input to Cathy de Moll on final drafts of Master Plan and Strategic Plan.	Committee Members	4/13/12

Agenda

Topic	Presenter	Time	Decision
Welcome & Open Remarks	Paul Aasen	5	
Follow Up from Last Meeting	Paul Aasen	10	Yes
IT Consolidation Update	Carolyn Parnell	20	
Strategic Planning Update	Cathy de Moll	20	
Governance Update	Carolyn Parnell	20	
Rebranding OET	Cathy de Moll	15	
SLA Update	Tarek Tomes	15	
Meeting Schedule	Paul Aasen	5	

Next Meeting

Date:	<i>June 13, 2012</i>
Time:	<i>7:30 – 9:30 a.m.</i>
Location:	<i>Blazing Star, Centennial Office Building</i>
Agenda items:	Submit proposed agenda items to Carolyn Parnell or Paul Aasen

Meeting Notes

After approval of the agenda and minutes from the February 23rd meeting, Commissioner Carolyn Parnell presented on the status of IT consolidation activity, recent accomplishments and progress toward reaching IT consolidation goals and deliverable dates:

- Provisional agency organization structures have been completed in preparation for employee transfers to OET. A structure for future functional alignment of IT employees has been developed in the Agency Centralized Reference Model.

- The CIO position at the Dept. of Administration has been filled. The Admin CIO will be responsible for working with smaller boards and agencies with a SMART-equivalent approach to managing IT, in addition to CIO duties at Admin.
- Position of MnGeo Director was also filled; the transfer of MnGeo from Dept. of Admin to OET will occur in the coming months.
- The employee satisfaction survey for current OET Central staff is complete; OET plans to survey all IT staff statewide in the coming months.
- OET is working with MMB to develop a long-term IT savings recapturing mechanism, primarily related to procurement savings. Also working with Admin to clarify an IT procurement process.
- Work is currently underway to prepare for IT employee transfers within the SEMA-4 payroll system; HR services are currently being provided by the Dept. of Administration. Some additional HR requirements have arisen as a result of the transition to being a larger agency, one example being the need for an affirmative action officer.

Background information on the consolidation deliverables is available on the [OET website](#).

- TAC members inquired as to the possibility of using distributed HR networks within agencies to accommodate a central IT organization.
- TAC members inquired as to the possibility of continuing to use the Department of Administration for HR services moving forward.

Commissioner Parnell responded that the latter option for HR Services is the current plan, but that as a new centralized IT agency, some consistency for all OET employees is preferred in developing statewide IT-HR processes and thus the central HR structure will grow in FY13.

Assistant Commissioner Cathy de Moll presented final drafts of the State IT Strategic Plan (5-year organizational priorities) and State of Minnesota Master Plan (5-year IT priorities). An outline of the strategic planning process is available on the [OET website](#).

The TAC was pleased with the tone of the documents and the values communicated by them. The committee felt it was important that these documents reflect the strategic efforts of individual agencies and felt at first blush that they did. The committee also discussed the relationship between the Master Plan and the Strategic Plan and the need to clarify differences between the two, bring out a handful of central strategies, and hone the message to the particular audience for each document.

Cathy asked the Committee to review the slides she presented and to provide her with any feedback by Friday, April 13.

Commissioner Carolyn Parnell presented an update on the governance structure for state IT, outlining how the final draft of the IT Governance Framework is based on the work of a committee of OET Central staff and agency CIOs. A diagram was presented to illustrate the structure that will manage decision-making for the new, consolidated organization, with eight formal governing bodies within the framework focused in three key areas: vision, enterprise strategic planning, and technology/operations alignment. Customer and stakeholder input are included at each level of governance.

- TAC members expressed concern that the Governance Framework may not clearly communicate the role and influence of agencies in decision-making. In general, committee members have been pleased with IT consolidation documents and dynamics thus far; committee members want to ensure that the Governance Framework clearly communicates OET's intent for agencies' ability to participate in decision-making processes.
- TAC members encouraged OET to find ways for agency governance to facilitate cross-collaboration between agencies with similar missions, functions and clients.

Commissioner Parnell and Deputy Commissioner Valencia stressed the central role of agency CIOs in the Governance Framework in responding to the committee's concerns. Agency CIOs will co-chair each of the governance bodies, and each body will include agency business representation.

Commissioner Parnell highlighted the importance of including CIOs in agency leadership teams to ensure their effectiveness as agency representatives in the governing bodies. In addition, CIO cross-communication will be critical in making agencies aware of each other's activities and identifying opportunities for business function alignment. Commissioner Aasen highlighted the potential for cross-collaboration related to geo-spatial data in particular.

Assistant Commissioner Cathy de Moll presented on the re-branding of OET as MN.IT Services, stating that the goals of such a re-branding are to reflect the change occurring for all IT employees and to clarify roles and naming standards moving forward. The committee was supportive of the change and recognized the need for rebranding to provide cohesion and an identity to the newly-formed state IT agency.

Assistant Commissioner Tarek Tomez presented on the progress of service level agreements being developed between OET and state agencies, stressing it as an iterative process providing common understanding of services, priorities and responsibilities that will result in a negotiated agreement between agencies (the customers) and OET (the service provider).

In closing comments, the TAC confirmed a regular meeting day and time as being Wednesdays from 7:30 to 9:30 a.m.

Meeting adjourned at 12:00 PM.